



TOWN OF PORTUGAL COVE-ST. PHILIP'S
April 19, 2016
Regular Public Council Meeting 5:00 p.m.

IN ATTENDANCE:

Mayor	Moses Tucker
Deputy Mayor	Gavin Will
Councillors:	Dave Bartlett
	Joe Butler
	Norm Collins
	Aaron Facey
	Johnny Hanlon
Director of Public Works	Gail Tucker
Director of Recreation & Comm. Serv.	Dawn Sharpe
Director of Ec. Dev/Marketing/Comm.	Jeff Lawlor
Director of Financial Operations	Tony Pollard
Planning & Dev. Coordinator	Les Spurrell
Town Manager	Chris Milley
Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed Council, staff and the gallery of 5 persons in attendance.

ADOPTION OF AGENDA

Motion: Facey/Collins
2016-091 Resolved that the Agenda dated **April 19, 2016** be adopted as circulated.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Hanlon/Butler
2016-092 Resolved that the minutes of **April 5, 2016** be adopted.
Carried Unanimously

BUSINESS ARISING:

The Town Manager presented his report as follows:

- 1. Action Items** - one new action item was generated from last meeting and it was completed. No other items were completed, leaving 14 in progress.
- 2. Multi-Year Capital Works** – Along with the Director of Financial Operations, met with four members of DMA staff on April 6, 2016 to discuss our application to reallocate our 2014-2017 MYCW funds. They gave us direction on parts of our application that did not qualify for funding and provided steps we need to take in efforts to gain their approval. We also discussed best approach to proceed. Following this conversation I met with our project managers to initiate the next recommended steps. They since have been in contact with DMA.

3. Speed Zone Policy - Following the public meeting, met with the traffic consultants on April 12, 2016 to discuss the feedback received from the public to determine how it impacted the recommended policy and next steps. We also discussed what they should do in preparation for the next steps assuming that the policy would be adopted as prepared. It was determined that all the concerns raised at the public meeting are addressed by the policy, the processes that it specified, and the next steps identified in the implementation plan.

4. Committee of the Whole – reminder - There is a committee of the whole meeting scheduled to happen right after the public open session (tonight) and will ask that all public in attendance vacate the building once that session is over.

5. Maggies Place Development Plan - Along with the Director of Economic Development, met with Tract Consulting on April 13, 2016 to review their first draft proposal for how they intend to assist the Town council with the design and implementation of a development plan for the Municipal owned property at Maggies Place. They will have a second draft to me this week for final refinement and presentation to the P&D Committee next week followed by presentation to the Committee of the Whole in two weeks with the desired outcome of bringing a motion to hire at the May 11, 2016 Council meeting.

COMMITTEE REPORTS

Planning & Development Report – April 12, 2016, presented by Councillor Collins

1. 24 Keeley Lane

Motion: Collins/Bartlett
2016-093 Resolved that the application for the construction of an accessory building and landscaping at Civic # 24 Keeley Lane be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

2. 58-60 Ayres Lane

Motion: Collins/Butler
2016-094 Resolved that the application to demolish an existing single dwelling and construct a new single dwelling at Civic # 58-60 Ayres Lane be granted approval in principle as per Appendix A: Tabled report.
Carried Unanimously

3. 893-895 Thorburn Road

Motion: Collins/Hanlon
2016-095 Resolved that the application for an accessory building at Civic # 893-895 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. 25 Anglican Cemetery Road

Motion: Collins/Bartlett
2016-096 Resolved that the application to perform repairs to an existing accessory building at Civic # 25 Anglican Cemetery Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

5. Notice of appeal hearing – 59 Dawn Allen Road

The Planning Department is in receipt of a notice from the Eastern Newfoundland Regional Appeal Board that an appeal regarding an application to construct a single dwelling (backlot) at Civic # 59 Dawn Allen Road will be heard by the Board at 9:15 am on Wednesday, April 20th, 2016 at the Capital Hotel, Kenmount Road. (Item Submitted for Information.)

6. Permit Stats:

Seven (7) permits issued from March 24th to April 7th, 2016 as per Appendix A: Tabled Report.

Recreation & Community Services Committee – April 12, 2016 presented by Councillor Facey

1. Best of PCSP Award

The Annual Best of PCSP Awards were hosted on Monday, April 18th at the Royal Canadian Legion, Branch 10. Approximately 130 residents were anticipated to be in attendees to show appreciation for the volunteers, athletic community, and the business community. (Chairperson will provide details on the success of the event.)

2. Summer Programs Registration

The Recreation Department is working toward the online registration process for this year's Summer Programs. Recreation staff will provide detailed instruction on "How to Register" as a part of the programs promotional brochure. There will be an alternate method to register if there are issues with the online process. Details will be available by May 2nd and registration is scheduled for May 30th.

3. Rainbow Gully Soccer Pitch

The Recreation Committee discussed the potential of the expansion of the Rainbow Gully Soccer Pitch and the indications from the ACOA funding. Further discussions will take place at the Committee of the Whole meeting.

4. Grants

After reviewing the Community Grant Applications the committee would like to put forward the following recommendations:

Motion: Facey/Bartlett
2016-097 Resolved that the Town waive the Recreation Centre fee on Friday, April 22nd for the Northeast Eagles Peewee PF Collins team to host a coach's appreciation social.
Carried Unanimously

Motion: Facey/Bartlett
2016-098 Resolved that the Town waive the Recreation Centre fee on Friday, May 6th for Terri Ryan to host a youth dance as a fund-raiser for Juvenile Diabetes Research Foundation.
Carried Unanimously

Motion: Facey/Bartlett
2016-099 Resolved that the Town waive the Recreation Centre fee for Friday, April 8th for Wanda Hanlon to host a youth dance as a fund-raiser for the NLSA Boys U13 team travelling to PEI for Nationals.
Carried Unanimously
Note: Councillor Hanlon advised not related to the requestor.

Added item: Councillor Bartlett Congratulations to Learys Brook Girls Grade 9 Basketball team who won a silver medal over the weekend and also congratulations to Learys Brook Boys Grade 9 Basketball team who won the championship.

Public Works Committee – April 13, 2016, presented by Councillor Bartlett

1. Water & Waste Water Reporting

The Manager of Water and Waste Water presented the water consumption report for first quarter 2016. Consumption is continuing to show decreases compared to the same period of the prior year. Results of the federal and provincial reporting requirements for the Town's waste water treatment plants were also reviewed and all samples were well below the maximum allowable limits.

Note: Councillor Bartlett commented that there has been a savings of \$11,496 total for the months of Jan/Feb/March over last year and that leak detection equipment as already paid for itself.

2. Correction to previous Public Works Motion – Town Hall Lower Level Renovations Committee were advised that Motion 2016-056 presented at the March 8, 2016 Council meeting required correction. While the total bid amount including HST was correct in the preamble to the motion, the pre-tax amount included in the motion was incorrect due to an error in the spreadsheet provided by the consultant. This does not affect the awarding of the tender.

Motion: Bartlett/Facey
2016-100 Resolved that Motion 2016-056 be amended to reflect a bid amount of \$366,626 HST included.
Carried Unanimously

3. Spurrells Road Bridge

Staff provided Committee with an update on Spurrells Road Bridge. The Town's Public Works office received a report of damage to the bridge from the provincial Department of Transportation and Works on April 6, 2016. The bridge was immediately closed to traffic. Staff advised that the Town's engineering consultants have been engaged to assess the current condition of the bridge and provide recommendations as to next steps. This bridge is scheduled for repair/replacement in 2016 and has had weight restrictions in place since 2014.

4. Millers Road Bridge

Committee discussed the recent damage to Millers Road Bridge. The damage was a result of snow clearing operations. Repairs are to be undertaken by Town staff with minor modifications to the curb portions of the bridge.

DISCUSSION ITEMS

1. Staff advised Committee that they are meeting with Vigilant Management on April 15, 2016 to discuss the recommendations for Phase 1 of the Connectivity Plan for Thorburn Road/Dogberry Hill Road.
2. Committee requested that staff investigate the opportunity to access information held by the provincial Department of Government Services related to vehicle information as it appears neighboring municipalities have access to this information for the purposes of parking enforcement and snow clearing operations.

Note: This came about as a result of an abandoned vehicle left at the marina. The vehicle is now removed.

Economic Dev. Marketing & Comm. Report – April 15, 2016 presented by Councillor Butler

1. Agriculture Meeting

A group representing the PCSP farmers met with town staff and Councillor Joe Butler on Thursday, April 7th. During the budget consultation process last fall a commitment from Council was made to work with the agriculture community to explore how best to promote and support them. Minutes are being prepared from the meeting to distribute to Council. Topics included co-branding of PCSP as an agriculture community, agritourism product, taxation and policy. The group is not looking to formalize, but the idea of having a rotating representative sit on ACE is being explored.

2. Communications Coordinator

There were 80 resumes submitted and interviews will take place in the next week.

3. Waste Audit

The town is partnering with MMSB to perform a waste audit in June. It will identify how much recycling is going in waste and how much waste is going into recycling.

4. Best of PCSP Community Awards

The community awards will take place on Monday, April 18. There are 130 people invited to the event at the Legion with 12 awards to be given out. This is the first time that the Athletics, Volunteer and Business Awards have been brought together.

5. Economic Developers Association of Canada (EDAC) on the Hill

The Director of Economic Development attended the event in Ottawa representing Newfoundland and Labrador, as President of the provincial association, from April 11-13. Over the 3 days there were over 45 meetings and 3 special events with MP's, Ministers and other organizations and agencies. The goal was to promote the national and provincial associations and their respective economic developers as a resource for policy and community development while discussing the challenges and opportunities that communities face with economic development.

6. Environmental Fair

Our first ever environmental fair will take place Saturday, April 30 at St. Lawrence Parish Hall at 10am – 2pm. There are over 20 confirmed displays and featured presentation, including a 20 foot Minke Whale skeleton and the opportunity to test drive an electric car. The event is being hosted by ACE.

Protective Services Committee – April 12, 2016 presented by Councillor Hanlon:

1. SafePCSP

Members of the SafePCSP community group met with the Committee to discuss updates for ongoing initiatives.

Note: Councillor Hanlon commented it was a very productive meeting and this group is very active in the region and doing good work for the Town.

2. SJRFD 2016 Schedule of Fees

The Committee reviewed the 2016 Schedule of Fees from the St. John's Regional Fire Department.

3. Speed Limit Policy and Summary

Revisions have been recommended for the policy prior to its submission to Council. The revised policy will be circulated to all Council members.

Note: It was noted that further review was required after feedback was received and this item will be discussed at Committee of the Whole this evening, and notice is deferred to May 3rd (note: see notice of motion at end of these council meeting minutes).

4. Revised Open Air Fire Regulations

The Committee has received the Minister of Municipal Affairs approval for the revised Open Air Fire Regulations and will be bringing a Notice of Motion to the next Council meeting (note: see notice of motion at end of these council meeting minutes).

Admin. and Finance Committee Report – April 12, 2016 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Facey
2016-101 Resolved that Council pay Regular Accounts in the amount of \$114,101.11
Carried Unanimously

2. St. John's Regional Fire Department -2016 fees

The Town received a letter (tabled) from SJRFD relating to their fee structure for 2016. The base rate for Stand-by Allocation for 2016 will be \$60,814 as compared to \$48,121 for 2015.

Note: Councillor Facey asked and was advised that the increased fees were based on the increased assessments (property). Also, they didn't increase last year.

3. Drover Heights Culvert

As a result of public inquiry (inquiry from the public) the decision to not proceed with the replacement of Drover Heights Culvert was reviewed. Review of the information revealed that the decision at the time was the result of financial considerations as a result of tender responses being over the funding budget. The replacement of the culvert was deferred to an undetermined date. At the time of the decision it was recognized that the Town would soon have additional river flow information.

Note: Deputy Mayor Will commented that the Town Manager provided information that as the culvert is in good shape and the right width, there is no overwhelming need to replace it anytime in the near future.

4. Utility Taxation

Some discussion took place concerning the taxation of Utilities and the drop-off in revenue. It appears that non power related, utilities are claiming less revenue and it leads to the question of who should be taxed and how we verify.

The Director of Finance has been in touch with Municipal Affairs and has subsequently contacted the Department of Finance to try and determine how we best ensure we receive what we are entitled to as a Town.

5. Asset Management Plan

The committee discussed some draft information relating to the plan and some associated draft policies and the Director of Finance suggested a working group be convened to discuss and finalize.

6. Soccer Field Expansion and Maggie's Place

The committee briefly discussed these items and agreed to move discussion on these to the Committee of the Whole Meeting.

CORRESPONDENCE

(1) Mental Health Week May 2-8th.

Supporters are asked to wear green and light up public buildings in green in recognition of Mental Health Week.

NEW/GENERAL/ UNFINISHED BUSINESS

(1) Mayor Tucker read and signed the Proclamation for ***Child Abuse Prevention Month***

NOTICE OF MOTION

Mayor Tucker advised that the following notices of motion are put forward from Councillor Hanlon for the Protective Services Committee:

(1) Notice is hereby given that a motion will be presented at the **May 3rd, 2016**, Council meeting for the adoption of the **Speed Limit Policy**.

Note: The policy was circulated to Council with sufficient time for review prior to the meeting.

(2) Notice is hereby given that a motion will be presented at the **May 3rd, 2016**, Council meeting for the adoption of the **Open Air Fire Regulations 2015**

Note: The Regulations were circulated to Council with sufficient time for review prior to the meeting.

ADJOURNMENT

Motion: Will/Facey
2016-102 Resolved that this meeting be adjourned. 5:35 p.m.
Carried Unanimously

Moses G. Tucker, Mayor

Judy Squires, Town Clerk

**Appendix A: Tabled Report
April 12th, 2016**

Applications:

Item # 1:

**Civic # 24 Keeley Lane
Accessory Building & Landscaping
Zoning: Residential Low Density (RLD) - Serviced**

The Committee recommends that the application for Civic # 24 Keeley Lane be granted approval in principle, permitting the construction of an accessory building and landscaping. No development activity is permitted within 10 m of the high water mark of Butler's Pond without prior approval from all other regulatory bodies of government regarding the proposed development. Approval in principle is subject to no manicured landscaping within 10 m of the high water mark of Butler's Pond. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings), Schedule C: General Provision 10 (Development with Pond Frontage), Schedule C: Residential Low Density and Schedule E: Environmental Protection Overlay.

Item # 2:

**Civic # 58-60 Ayres Lane
Demolish Single Dwelling & Construct Single Dwelling
Zoning: Residential Medium Density (RMD) - Unserviced**

The Committee recommends that the application for Civic # 58-60 Ayres Lane be granted approval in principle, permitting the demolition of a single dwelling and construction of a single dwelling. Approval in principle is subject to the installation of an environmentally friendly on-site sewage system in compliance with the requirements of Service NL. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use), Schedule C: Residential Medium Density and Schedule E: Environmental Protection Overlay.

Item # 3:

**Civic # 893-895 Thorburn Road
Accessory Building
Zoning: Protected Watershed (PW) - Unserviced**

The Committee recommends that the application for Civic # 893-895 Thorburn Road be granted approval in principle, permitting an accessory building.

The Administrator recommended that this application be rejected as it is contrary to Plan Policy PW-6 (Protected Watershed) which states that Council shall not consider, support or permit any form of urban land development proposed to be located within the Watershed Protection Areas.

Item # 4:

**Civic # 25 Anglican Cemetery Road
 Accessory Building Repairs
 Zoning: Residential Low Density (RLD) - Unserviced**

The Committee recommends that the application for Civic # 25 Anglican Cemetery Road be granted approval in principle, permitting repairs to an existing accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use), Schedule C: Residential Low Density, and Schedule E: Environmental Protection Overlay.

Permits Issued:

Item # 6:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	16-067	03/24/2016	151-159	Tolt Road	Subdivide Property
2	16-068	03/31/2016	5	Brook View Place	Occupancy
3	16-069	04/04/2016	193-195	Old Broad Cove Road	Occupancy
4	16-070	04/05/2016	13-15	Mallborough Place	Occupancy
5	16-071	04/05/2016	28	Megan Ridge Drive	Occupancy
6	16-072	04/06/2016	10	Willow Bend Close	Single Dwelling
7	16-073	04/06/2016	3	Brook View Place	Single Dwelling